



Government of India

Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare

AGRICULTURE CENSUS 2021-22

OPERATIONAL GUIDELINES FOR IMPLEMENTING
AGRICULTURE CENSUS 2021-22



**OPERATIONAL GUIDELINES
FOR
IMPLEMENTING
AGRICULTURE CENSUS 2021-22**

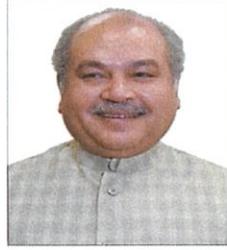


**Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare
Krishi Bhawan, New Delhi**

नरेन्द्र सिंह तोमर
NARENDRA SINGH TOMAR



कृषि एवं किसान कल्याण मंत्री
भारत सरकार
कृषि भवन, नई दिल्ली
MINISTER OF AGRICULTURE & FARMERS WELFARE
GOVERNMENT OF INDIA
KRISHI BHAWAN, NEW DELHI



MESSAGE

Agriculture Census is a programme of national and international significance. India has been conducting Agriculture Census on quinquennial basis since 1970-71 as part of the World Census of Agriculture (WCA) of the Food and Agriculture Organization (FAO) of the United Nations.

Agriculture continues to be the backbone of the country's economy and farmer is at the centre of all agricultural policies and programmes of the Government. Therefore, collection and maintenance of data relating to agricultural holdings assumes great significance in providing valuable information to policy makers for formulation of evidence based farmers centric programmes.

India has so far successfully conducted ten Agriculture Censuses with active participation of all State/UT Governments. I am happy to note that the Department of Agriculture & Farmers Welfare has taken a number of new initiatives including use of technology in this 11th Agriculture Census 2021-22 to enhance the quality of data. I hope this Operational Guidelines would be useful to all State/UT Governments in implementing the 11th Agriculture Census 2021-22.

(Narendra Singh Tomar)

कैलाश चौधरी
KAILASH CHOUDHARY



कृषि एवं किसान कल्याण
राज्य मंत्री
भारत सरकार
MINISTER OF STATE FOR AGRICULTURE
& FARMERS WELFARE
GOVERNMENT OF INDIA

MESSAGE

Government of India is giving utmost priority for the welfare of farmers. To help policy makers at National/State level in formulating farmers centric policies/programmes that help farmers adapt to climate change and make farming more remunerative, the Department of Agriculture & Farmers Welfare has been conducting Agricultural Census at five yearly intervals in collaboration with all State/UT Governments.

This mammoth task of data collection activity in a vast country like India, which involves a large number of field functionaries, is a huge challenge and would only be accomplished with active participation and full cooperation by all State/UT Governments. Therefore, I appeal to all the State/UT Governments to make every efforts to collect quality data in this 11th Agriculture Census 2021-22 through proactive monitoring/supervision.

I hope this Operational Guidelines would help State/UT Governments in completing the Agriculture Census operations timely and efficiently.

(Kailash Choudhary)

शोभा करांदलाजे
SHOBHA KARANDLAJE



राज्य मंत्री
कृषि एवं किसान कल्याण
भारत सरकार
Minister of State For
Agriculture & Farmers Welfare
Government of India

D.O. No.....MOS(A&FW)/VIP/2021-22/



FOREWORD

Agriculture Census Programme, which started in 1970-71, is an important data collection activity undertaken by the Department of Agriculture & Farmers Welfare every 5 years in collaboration with States/UTs. The Launch of Agriculture Census 2021-22 scheme has paved the path for well-structured efforts in improving the quality of structural characteristics of agriculture sector data.

Over the years, the programme has expanded its scope, based upon the emerging requirements and responses to newer initiatives taken up by the Department of Agriculture & Farmers Welfare, to improve the quality standards in data delivery and not only want to keep meeting present day needs but to be future ready and set standards.

The present guidelines are a step in that direction. The "Operational Guidelines for Agriculture Census 2021-22" encompasses the comprehensive framework for covering overview of Agriculture Census & new initiatives introduced role & responsibilities of stakeholders, guidelines on administrative and technical issues, guidelines on financial assistance etc.

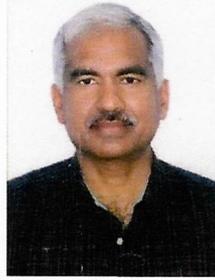
I hope that these guidelines prove to be useful tool for all States/UTs, helping them to plan and strengthen their strategy, as well as enhance the implementation.

Shobha Karandlaje
(Shobha Karandlaje)

**MANOJ AHUJA
SECRETARY**



भारत सरकार
कृषि एवं किसान कल्याण मंत्रालय
कृषि एवं किसान कल्याण विभाग
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture & Farmers Welfare



PREFACE

The Department of Agriculture & Farmers Welfare has been conducting Agriculture Census in the country on quinquennial basis since 1970-71. Till date, ten Agriculture Censuses have been successful conducted in collaboration with all State/UT Governments and the present Agriculture Census with reference year 2021-22 is eleventh in the series.

The information in Agriculture Census is collected in three distinct phases, each phase focusing on specific data set with different reference year spreading over the agricultural year (July to June).

The present 11th Agriculture Census 2021-22 will chart a new course in data collection and dissemination as traditional method of using 'pen and paper' would be replaced by app and web based system. I hope that, with the introduction of technology and other new initiatives, State/UT Governments will make their best efforts in ensuring quality of data in the 11th Agriculture Census 2021-22 through proactive monitoring/supervision. This quality assurance will imbibe great confidence to policy makers in using the Agriculture Census data for formulation of evidence based farmers centric programmes in the country.

I am confident that State/UT Governments would actively participate in this mammoth exercise of data collection to meet the requirements of the data users.

New Delhi, the 21st July, 2022


[Manoj Ahuja]

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SECTION - I

**Overview of
Agriculture Census Scheme
&
New Initiatives in Agriculture
Census 2021-22**

1.1. Background

Recognizing the importance and predominance of Agriculture Sector, the Department of Agriculture & Farmers Welfare (DA&FW), Ministry of Agriculture & Farmers Welfare (MoA&FW), Government of India has been conducting Agriculture Censuses, quinquennially, since 1970-71. Till date ten Censuses have been conducted successfully in collaboration with all States/UTs and the present Agriculture Census with reference year 2021-22 is 11th in the series. The Government of India provides financial and administrative support as well as technical guidance to States/UTs required for Census operations.

For periodic Agriculture Censuses, Land Records maintained by States/UTs are the main sources of information on basic characteristics of operational holdings such as land use, cropping pattern, irrigation status, tenancy status, input use pattern etc. This information is tabulated by different size classes (marginal, small, semi-medium, medium and large), Social Groups including Scheduled Castes/Scheduled Tribes and by Gender. The information not available in the records is separately collected by the primary workers for Agriculture Census purposes. The information is collected in three phases, each phase focusing on specific data set with different reference year spread over the agricultural year (July to June).

1.2. Objectives

Agriculture census data is used by various stakeholders for developmental planning, socio-economic policy formulation and establishment of national priorities. The main objectives of Agriculture Census are:

- a. To describe the structure and characteristics of agriculture sector based on number and area of operational holdings, land use, cropping pattern, pattern of input usage etc. by operational holdings.
- b. To provide benchmark data up to Tehsil/Village level, which is needed for formulating new agricultural development programmes and for evaluating their progress.
- c. To provide statistical frame of operational holdings for carrying out future agricultural surveys.

1.3. Coverage

Agriculture Census is conducted in all States/UTs in the country.

1.4. New initiatives in Agriculture Census 2021-22

To improve the quality and reliability of data, and to reduce time lag in publication of results, new initiatives introduced in Agriculture Census 2021-22 are as under:

- (i) Use of digitized land records depending upon the status of digitization and availability.
- (ii) Collection of data through App/Software using hand-held devices like Smartphone/Tablet/Laptop/Personal computer.
- (iii) Complete enumeration of all villages in Phase-I in Non-Land Records States as done in Land Record States.
- (iv) Collection of new data items on ownership & tenancy status in Phase I.
- (v) Different reference period for each Phases.
- (vi) Dissemination of data for Phase-I at village level.
- (vii) Real time monitoring of progress and uploading/downloading of data/software through web portal.

1.4.1. Collection of data through Apps/software

The Agriculture Census data will be collected by field functionaries using hand-held devices through apps/software with in-built validation checks for all three phases which will be shared with all States/UTs.

1.4.2. Provision of Tablets/Smart phones for field functionaries or primary workers

State/UT Governments should ensure the availability of hand-held devices in the hands of each and every primary worker before undertaking the data collection work. State/UT Government should explore all possible options of providing these data collection instruments to the primary workers. In the case of not having been able to provide these instruments, primary workers should be allowed to use their own instruments or make necessary arrangement on their own in collecting

the data with the provision of additional honorarium of Rs. 1,000 per village in each phase as an incentive.

1.4.3. Progress Monitoring portal for Agriculture Census

The progress of Agriculture Census operations will be monitored on real time basis through web portal. A dedicated team at the Centre as well as State/UT Headquarter would proactively monitor the progress of work and resolve issues, if any, on priority basis. In order to strengthen the monitoring system, multi-layer monitoring system would be adopted at Centre, State, District, Tehsil/Block/Taluka level:

- (i) At Central, NIELIT, Kolkata will create login credentials for officials of DA&FW for monitoring the physical progress of all States / Districts / Blocks / Tehsils / Talukas / Villages
- (ii) State/UT Admin with the help of NIELIT, Kolkata should create login credentials and channel of submission of data for all personnel who would involve in conducting the Census operations in the State/UT.
- (iii) Physical and financial progress of Agriculture Census work in States/UTs as well as that of NIELIT, Kolkata would be updated on the portal on regular basis.
- (iv) For improving the quality of data and complete the work in time, Centre as well as State officials should undertake regular field visits/inspections and interact with field functionaries.

1.5. Stakeholders and their roles & responsibilities in implementing Agriculture Census

DA&FW along with the States/UTs jointly manage the census operations in the country. At State/UT level, one of the Departments (D/o Agriculture, D/o Revenue, Directorate of Economics & Statistics) is identified as the nodal Department which houses the State Agriculture Census Unit for coordinating the Agriculture Census work with other relevant Departments in the State/UT. Besides these, NIELIT Kolkata has been selected as the ICT partner for meeting the software requirements of the scheme and State Land Revenue Department and State NIC are expected to support the extraction and use of land records data for Agriculture Census work. Major roles and responsibilities of various stakeholders are given in **Annexure-I**.

SECTION - II

Guidelines on Administrative Issues

2.1. Administrative Setup at National level

At National level, the Agricultural Census Division in the Department of Agriculture & Farmers Welfare (DA&FW) is responsible for planning, coordinating & executing the Agriculture Census operations in the country. This division in the Ministry works under the guidance of the Principal Adviser, who is an Indian Economic Service Officer and the Additional Director General, who is an officer of the Indian Statistical Service and is headed by a Deputy Director General, who is also an officer of the Indian Statistical Service. The head of the division is designated as the Agriculture Census Commissioner of India and is the overall in-charge of the implementation of the Agriculture Census Programme in the country.

2.2. Administrative setup at State/UT level

At the State/UT level, a nucleus staff under the nodal Department of the State/UT Government, designated as State Agriculture Census Unit is responsible for coordinating various activities of Agriculture Census programme in the States/UT. The State Agriculture Census Unit organizes and monitors the work of Agriculture Census under the guidance of a senior State officer designated as State Agriculture Census Commissioner. In view of the Technology intensive nature of the present round of Agricultural Census, the State Agriculture Census Unit should have access to expertise in ICT operations.

2.3. Setting up of Monitoring Committee

2.3.1. Constitution of National Level Steering Committee

To monitor the progress of the scheme in different States/UTs and to guide and sort out the major technical issues arising in implementation of the Agriculture Census Scheme, a Steering Committee, comprising representatives from various stakeholders has been constituted at the Department of Agriculture & Farmers Welfare (DA&FW), Ministry of Agriculture & Farmers Welfare, Govt. of India. The National Level Steering Committee is chaired by the Additional Director General(Stats), Department of Agriculture & Farmers Welfare with members representing National Statistical Office, Registrar General of India, NITI Aayog,

Ministry of Water Resources, River Development & Ganga Rejuvenation, Indian Agricultural Statistics Research Institute (IASRI), Directorate of Economics & Statistics (DES) of Department of Agriculture & Farmers Welfare (DA&FW), Horticulture Statistics Division of Department of Agriculture & Farmers Welfare (DA&FW), Department of Animal Husbandry & Dairying, Department of Land Resources and National Informatics Centre (NIC). Details of national level Steering Committee on Agriculture Census 2021-22 is given in **Annexure-IV**.

2.3.2. Constitution of State Level Coordination Committee & District level Committees

All States/UTs would also constitute a State Level Coordination Committee (SLCC) to review and monitor the progress of the Census work in their respective State/UT from time to time. The committee may be headed by the State Agriculture Census Commissioner who may be any one of the senior State/UT Government Officers, like the Financial Commissioner or the Revenue Secretary or the Agricultural Production Commissioner or the Agriculture Secretary. The SLCC will have representatives from State/UT Departments of Revenue, Agriculture and Statistics. Representative of the Computer Cell of the State and NIC and the Agriculture Census Division of the Ministry of Agriculture & Farmers Welfare, Government of India may also be included.

It is necessary to form similar Committees at the District level for monitoring the work in the District. These may be headed by the Collector/Dy. Commissioner who will be designated as District Agriculture Census Officer. Members of this Committee may include, representatives from District authorities of Revenue, Agriculture & Statistics apart from the State Agriculture Census Unit and District NIC unit/ State Computer Cell. This would help in better coordination, smooth conduct and timely completion of Agriculture Census operations in the country.

SECTION - III

Guidelines on Technical Issues

3.1 Data collection Methodology and Reference Period

The Agriculture Census is conducted in three distinct Phases and each phase has its distinct methodology for data collection. Reference period for each Phase is given below:

Phases	Reference Period	Data Collection period
I	1 st July 2021 to 30 th June 2022	1 st July 2022-31 st December 2022
II	1 st July 2022 to 30 th June 2023	1 st July 2023-31 st December 2023
III	1 st July 2023 to 30 th June 2024	1 st July 2024-31 st December 2024

In Phase-I, data collection is undertaken on complete enumeration basis across the country using the Schedules L1/L2. Data items include number of operational holdings, area operated by different size classes (marginal, small, semi-medium, medium and large), social groups (SC, ST, Others), gender (male, female, transgender), types of holding (individual, joint and institutional), land use, tenancy status apart from some items on agricultural facilities available in the village. Output tables/results are prepared at Village / Tehsil / District / State / National level and unit level data is stored on the NIC cloud.

In Phase-II, data collection is undertaken on 20 per cent of villages from each tehsil across the country. Schedule-H is canvassed for collecting detailed data on irrigation status, tenancy particulars, cropping pattern etc. The estimates of agricultural characteristics of operational holdings are prepared at Village/Tehsil/District/State/National level.

The Phase-III of Agriculture Census, (referred as Input Survey) is conducted as a follow-up survey to the Agriculture Census and is undertaken on 7% of villages from each tehsil across the country. The Input Survey is a household survey that collects data on input use pattern of operational holdings such as fertilizer, irrigation, seed, pest management, agriculture credit multiple cropping etc. Details like size of the household, age and educational level of the holders are also captured etc. The estimates for Input characteristics are prepared at District / State / National level. For Input Survey, institutional holdings and holdings operated by persons not residing in the village are excluded from the purview of the survey.

3.2. Training for field functionaries

All States/UTs should ensure that all primary workers as well as supervisory staff are properly trained and well equipped for collecting quality data in time. It is necessary to impart thorough training, both to primary workers and supervisory officers before the actual fieldwork for data collection is undertaken. DA&FW will organize National and Regional level training for Master trainers of all States/UTs who in turn will be responsible for organizing trainings at State/District level. The state level training of primary and supervisory staff could be arranged at 3 - 4 levels depending upon the conditions in each State/UT. District Officers, in charge of the Agriculture Census operations, could be initially trained either at State Headquarters or at Divisional Headquarters. They in turn, should impart training to officers at Tehsil/Taluka/Block/Mandal (Sub District) level. The Sub District level officers should conduct the training programmes for supervisory staffs and primary workers. DA&FW will provide user friendly training videos for use by primary workers/supervisors in the field on the Agriculture Census website. The training may be conducted for each Phase of Agriculture Census, separately, depending on the field requirements.

SECTION - IV

Guidelines on Data Collection and Submission Mechanism

4. Data collection and submission mechanism

As data is to be collected on complete enumeration basis of all operational holdings from all villages in all States/UTs using technology (in Phase-I), all primary workers/supervisors shall be assigned villages by the concerned nodal State/UT Department depending upon the availability of manpower keeping in view the timeline for completion of work with quality. All primary workers will be provided access to download the developed Apps/Software as well as extracted data (if available) in their own hand-held devices for starting the data collection work. Since the status of digitization of land records is not uniform across the States/UTs, procedure for data collection may vary depending on the availability of extracted data or maintenance of land records for Phase-I & II. In States/UTs where land records are properly digitized and accessible, data is collected by extracting requisite information from databases and subsequently updation will be done by primary workers. Whereas, in those states where digitized records and land record databases are not available or not accessible, data is required to be collected through household enquiry approach in Phase-I & II by supplementing or updating the available land records. The primary worker shall also have access to the village wise list of farmers enrolled under PM-KISAN scheme to ensure that no omission of land records at village level occurs.

4.1. States/UTs with fully Computerised Land Records

In States/UTs where Land Records are fully Computerized/ digitized, the nodal State Department will provide village wise complete list of all extracted data from computerized land records in prescribed format to NIELIT, Kolkata. NEILIT, Kolkata in consultation with DA&FW will upload the same on apps/software through the central server after processing/cleaning the data. The primary worker will then download the apps/software which comes with the pre-filled data or available for download and update/fill the missing fields by referring to available physical or computerized records as well as by his/her own knowledge or through necessary local enquiries.

4.2. States/UTs with partially Computerised Land Records

In States/UTs where land records are partially Computerized/digitized, the nodal State Department will provide the available village wise list of all extracted data

from computerized land records in prescribed format to NIELIT, Kolkata. NIELIT, Kolkata in consultation with DA&FW will upload the same on apps/software through the central server after processing/cleaning the data. The primary worker will then download the apps/software which comes with the pre-filled data or available for download and update/fill the missing fields by referring to available physical and computerized records as well as by his/her own knowledge or through necessary local enquiries.

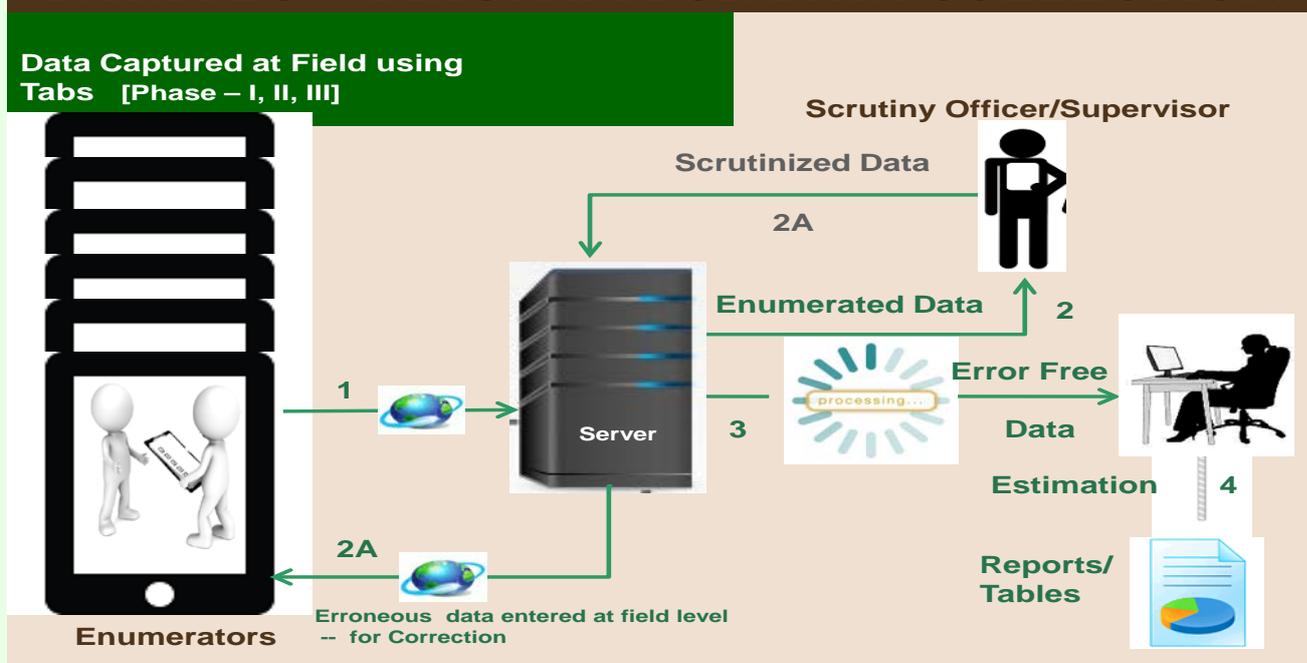
4.3. States/UTs with no Computerised Land Records

In States/UTs where Land Records is not computerized, the primary worker will fill the requisite data using apps/software either through available physical land records and update the missing fields by his/her own knowledge (or through necessary local enquiries) or fill the requisite data through household enquiry approach.

4.4. Channel of submission & finalisation of data

All the constituent activities of the Agriculture Census operations starting from field level data collection to dissemination of final data will be done using ICT. The primary workers will collect the data using hand-held devices through apps/software by using either extracted digitized land records or physical land records or household enquiry and submit or forward the collected data to supervisors for scrutiny through online portal. The supervisors will then thoroughly scrutinize the collected data at village level and forward the error free data to NIELIT, Kolkata and DA&FW for processing/estimation. However, if any erroneous schedules are observed at scrutiny or processing level, then the same will be forwarded back to the concerned primary worker for correction. This same cycle of data correction will be followed until all the submitted data are made error free for processing/estimation. Thereafter, the results / tables are to be generated by NIELIT, Kolkata and forwarded to States / UTs & DA&FW for scrutiny. For timely finalization of results, regional meetings of States / UTs are to be organized for discussion of the results. The data is taken for inclusion in All India Report after approval from the State/UT Government. Data flow from collection to submission is depicted as under:

DATA FLOW DIAGRAM FOR DATA COLLECTION



4.5. Timeline for Agriculture Census

The Agriculture Census would be implemented throughout the country from 2021-22 to 2025-26 and timeline for various activities is given in **Annexure-II**.

4.6. Data dissemination

The final output tables along with the reports of all the three Phases would be disseminated through the web portal <http://agcensus.nic.in>. Schedules and Manual of Instructions of Agriculture Census will be uploaded on the website. Portal will also provide for generation of user defined output tables.

SECTION - V

Guidelines

for

Hiring Temporary

Manpower

5.1. Creation of Project Monitoring Unit (PMU) at Central Headquarter

The workload at the Headquarter cannot be evenly distributed over the years of the conduct of Agriculture Census Programme. Besides the routine administrative & technical work of the Division, the manpower at Central Headquarter is required to oversee the overall work of Agriculture Census. Therefore, the existing manpower is found to be inadequate as most of the States / UTs submit their data almost simultaneously. Problem gets particularly compounded if there are vacancies too in the existing limited number of posts sanctioned under the scheme.

This problem is proposed to be overcome by establishing a dedicated Project Monitoring Unit (PMU) at Central Headquarter headed by a Senior Consultant who shall be assisted by two (2) Consultants/young professionals and one MTS. This PMU staffs (4 in number) will be engaged on contractual basis during the period of peak Agricultural Census Work. The PMU would be constituted exclusively for regular monitoring and coordination with all States/UTs in timely implementation of the Scheme and would also be required to undertake regular field visits across the States to ensure data quality.

The procedure of appointment of consultants for PMU would be as per the existing guidelines circulated by D/o Personnel and Training with the concurrence of IFD. The expenditure on salaries of consultants would be met out of the head “Professional Services” under the scheme.

5.2. Filling up of Posts/use of Consultants in State/UT Headquarters

All State/UT Governments should proactively review the sanctioned strength of staff at the State Agriculture Census Unit and ensure that all these posts are filled up before the start of Agriculture Census operations. State/UT-wise sanctioned posts for Agriculture Census 2021-22 is given in **Annexure-III**. However, in cases where the sanctioned posts are not filled up and lying vacant for a long time due to various Administrative reasons, temporary Staff may be engaged on contract/deputation basis as per the rules admissible under the respective

States/UTs against the vacant posts. The expenditure incurred may be drawn from the funds provided under appropriate head.

States/UTs may also engage temporary staff besides their regular staff for a period up to one year or more to undertake data collection work and carry out validation/scrutiny of data collected. The temporary staff may be drawn from different departments or other non-governmental agencies on service contract/deputation basis/payment of remuneration as per the rules admissible under the respective State/UTs. The funds provided to States / UTs under Tabulation head may be utilized for engagement of such staff.

5.3. Engagement of IT Manpower at State Agriculture Census Unit

Since for the first time, the use of technology in data collection is being introduced, primary workers as well as supervisory staff involved in Census operations may require hand-holding on use of devices, online monitoring and regular technical guidance during data collection period. Besides, the State Agriculture Census Unit is also required to assign/provide login credentials to all field functionaries at different levels for undertaking the data collection work. In order to ensure smooth implementation and timely completion of the Census work, technical manpower (ICT Professionals) not exceeding two may be engaged for a limited period during data collection as per the requirement on contract basis at State Headquarter as per the rules admissible under the respective States/UTs, in addition to the sanctioned strength, for resolving various technical issues and its related activities that may arise during the operation. The expenditure incurred may be drawn from the funds provided under the Tabulation head.

SECTION - VI

Guidelines on Financial Assistance

6.1. Financial Assistance to States/UTs

The Agriculture Census Scheme is implemented in all the 36 States/UTs, including North Eastern States, through a mechanism of sanctioned staff at State/UT Headquarters as given in **Annexure-III**. Hundred percent of the funds required for carrying out the work of Agriculture Census would be provided by the Department of Agriculture & Farmers Welfare (DA&FW) through PFMS system to the savings bank account directly without SNA (Single Nodal Agency) in each financial year under the following components (the provision of SNA is waived by this Department as per Para 23 of Department of Expenditure's OM No.1(13)PFMS/FCD/2020 dated 23.03.2021).

S. N.	Name of the Component	Purpose of fund provided
1.	Salary	Funds will be provided under this component for payment of salary of the sanctioned post to the States / UTs.
2.	Travelling Expenses	Funds will be provided under this component for payment of Travelling Expenses for the staff of States/UTs for field visits, attending various trainings/regional meetings/conferences.
3.	Office Expenses	Funds will be provided under this component for payment of expenditure incurred towards organization of regional meetings, organization of awareness/publicity campaigns, office expenses like purchase of stationery, office equipment including computer & accessories etc., hiring of vehicles, payment of honorarium for the temporary staff engaged during the exigencies of the staff.
4.	Honorarium	Funds will be provided under this component for payment of honorarium for each of Phase-I, Phase-II & Phase-III as per the rates mentioned in this guideline. The payment will be made for each Phase only after the completion of the work under respective Phases. The honorarium as an incentive to be provided to the concerned field functionaries for using personal devices in data collection would also be provided under this component.

S. N.	Name of the Component	Purpose of fund provided
5.	Tabulation	Funds will be provided under this component for expenditure incurred for data entry, validation/scrutiny/error correction, etc. The expenditure incurred in engaging temporary staffs as well as ICT professionals on temporary basis at State Headquarter will also be provided under this component.
6.	Printing of Schedules & Instruction	Funds will be provided under this component for payment towards printing of approved schedules & instructions manuals for data collection. The payment under this component will be made before the launch of the New Census.
7.	Central Headquarter	Payment of expenditure incurred for printing of reports, organizing meeting, travelling expenses for engaging consultants at Central Headquarter, procuring computer & other accessories for use by consultants as well as by staff at headquarter etc.
8.	Professional Services	Payment to engaging agency for development of end to end software, processing/estimation of data, technical support etc., setting up of data centre and payment of salary to consultants at Central Headquarter etc.

6.1.2. Funds shall be provided to all the States/UTs on actual requirement basis after detailed scrutiny of the proposal received from the State/UT. The unspent balances, if any, of the previous financial year will be adjusted against the requirement of funds for the following year. The bank interest earned lying in the agency bank account would be required to be remitted online to GoI consolidated fund through Bharatkosh.

6.1.3. All the States/UTs are required to submit **monthly expenditure statement & unspent balance (USB) available as per prescribed format** to the Agriculture Census Division, DA&FW latest by 10th of the following month. States/UTs receiving fresh release through the PFMS system is required to maintain updated status of the fund utilization through EAT module of PFMS. No fresh funds would be permitted to be released without updated EAT status.

6.1.4. At the end of every financial year all the States/UTs are required to submit the Utilization Certificate / Audited Utilization Certificate etc., as per provisions of the GFR. The funds provided under a component, in any case, shall not be utilized for any other component of the Scheme without prior approval of the Divisional Head of Agriculture Census Division, Department of Agriculture & Farmers Welfare (DA&FW), Government of India.

6.1.5. In case, the States/UTs are not in a position to utilize the funds provided to them under the specific component for valid reasons, the unspent balance shall be revalidated/reallocated with the approval of the Divisional Head of the Agriculture Census Division, DA&FW among the other components of the Scheme where the funds are required for efficient use.

6.2. Honorarium for undertaking Agriculture Census work

6.2.1. The gigantic task of data collection work for Agricultural Census is carried out with the help of Patwaris /Talathis/ Block Level Workers / Karnams/Investigators of different Departments of the State/UT Governments. For this additional work, they are paid a token honorarium by the Govt. of India. Also, a lumpsum amount of honorarium is paid to State Headquarter/District/Tehsil officials/officers for overseeing various activities of Census operations in the State.

6.2.2. For field primary functionaries, the rate of honorarium has been increased from the existing rate of Rs. 1000/- per village to Rs. 1300/- for Phase-I, Rs. 1500/- per village to Rs. 1800/- for Phase-II and from Rs. 1000/- per village to Rs. 1300/- for Phase-III of Agriculture Census 2021-22. Also, a special honorarium of Rs.1000 per village in each Phase would be paid to field functionary for using personal devices like Smart Phone/Tablet/Laptop/Personal computer during data collection work. Category wise details and rate of honorarium for Agriculture Census 2021-22 is given as under:

Category	Rate of Honorarium	Additional Honorarium as incentive for using personal devices
Patwari/Statistical Enumerator	Rs.1300/- per village –Phase-I	Rs. 1000 per village
	Rs.1800/- per village –Phase-II	Rs. 1000 per village
	Rs.1300/- per village – Phase-III	Rs. 1000 per village
Revenue Inspector	Rs. 3500 lumpsum	

Category	Rate of Honorarium	Additional Honorarium as incentive for using personal devices
Tehsil Stat. Assistant	Rs. 3500 lumpsum	
Tehsildar	Rs. 4000 lumpsum	
Sub-Divisional Officer	Rs. 4000 lumpsum	
District Census officer	Rs. 5000 lumpsum	
District Stat. Officer	Rs. 5000 lumpsum	
Director, State Stat. Bureau	Rs. 7500 lumpsum	
State Agriculture Census Commissioner	Rs. 10000 lumpsum per State/UT	

Note: (i) In the case of Kerala State, one ward is considered as equivalent to two villages (of land record States) and for the UTs of Daman & Diu and Lakshadweep one village is considered as equivalent to two villages (of land record States) for payment of honorarium to primary workers. For remaining States, viz., Arunachal Pradesh, Assam (Limited to NLR Districts where household enquiry method adopted), Goa, Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Sikkim, Tripura and West Bengal, where data is collected by visiting & listing households one village is to be considered as equivalent to two villages (in Land Record States) for payment of honorarium for Phase-I of the Census. The aforementioned criteria were adopted during 2015-16 Census and the same is proposed for the Census 2021-22 in payment of honorarium.

(ii) For payment of additional honorarium, Rs.1,000 per ward would be considered in case of Kerala and for all the remaining States/UT s including NLR States, the same rate of Rs. 1,000 per village would be considered.

6.2.3. The concerned State/UT Government should undertake necessary administrative steps for transfer of honorarium amount to the bank account of the concerned officials involved in conducting the Agriculture Census work. The expenditure on honorarium may be met from the funds provided under the Honorarium Head.

SECTION - VII

General Guidelines

7. General Guidelines

7.1. All the States/UTs shall have to intimate to Agriculture Census Division, DA&FW at the beginning of every financial year regarding the position of unspent balance of previous financial year(s) as well as interest earned thereon at the close of the financial year.

7.2. Department of Expenditure, Government of India vide O.M. No. 7(2)/E.Coord/2013 dated 18.09.2013 has banned purchase of new vehicles until further orders, except against condemned Vehicles as part of Economy measures and rationalization of expenditure. No vehicle should be hired, if the vehicle provided by the Government of India for carrying out the work of Agriculture Census is in working condition. However, to facilitate inspection of field work of Agriculture Census, vehicle may be hired only when the vehicle purchased for carrying out the Agriculture Census work has been declared by the Competent Authority, as condemned/not fit for use. Further, facility of vehicle/hiring of vehicle is applicable to entitled officers at State Headquarters only. Hiring of vehicles for field visits by District/Tehsil/non-entitled Headquarter officials is not permitted. Funds provided under the Head Office Expenses may be utilized for this purpose.

7.3. All States/UTs Agriculture Census Unit were provided office equipment including computer & other accessories during 9th Agriculture Census 2010-11 through National Informatics Centre (NIC). The same was also utilized for 10th Agriculture Census 2015-16. Almost 10 years have passed since its procurement and the same have become obsolete as most of the computers survive 5-8 years depending on the upgrading components. Therefore, State/UT may submit their requirement to DA&FW for the purchase of office equipment including computer & other accessories. DA&FW would provide financial approval based on the merit of proposals.

7.4. The expenditure for purchase of office equipments including computer and other related accessories for use by consultants as well by staffs at Central Headquarter may be met out of the Central Headquarter budget.

7.5. Payment of TA/DA to the officers engaged in Agriculture Census work may be made as per the rules admissible under the respective States/UTs Governments.

SECTION - VIII

Annexure

Major roles & responsibilities of stakeholders in implementing the Agriculture Census 2021-22

1. Department of Agriculture & Farmers Welfare (DA&FW)

The Government of India provides financial and administrative support as well as technical guidance to States/UTs required for Census operations. Major responsibilities include: (i) coordination with all stakeholders and planning various activities of Agriculture Census in the country, (ii) preparation of schedules & manual of instructions, (iii) preparation of time frame for completion of various activities, (iv) organize masters trainers training programmes of all States/UTs, (v) monitoring of the overall progress, (vi) preparation of tabulation plan & estimation procedure, (vii) provide funding and technical assistance to the States/UTs, (viii) undertake field inspections, (ix) facilitate processing & estimation of data, (x) bring out all-India results in consultation with States/UTs etc.

2. State/UT Agriculture Census Unit

The responsibility for execution of the Agriculture Census Operations has been entrusted to the States / UTs with financial and technical support by the Centre. The gigantic task of data collection for Agricultural Census is carried out with the help of field functionaries (like Patwaris /Talathis/ Block Level Workers / Karnams/investigators) of different Departments of the State/UT Governments. Major responsibilities include: (i) organizes and monitor the work of Agriculture Census, (ii) identification of primary workers /supervisors and creation of login credentials, (iii) allotment of workload to primary workers as well as supervisors, (iv) provide village masters & extracted data, (v) coordinate with NIC, Land Revenue Departments and other stakeholders, (vi) organizes awareness/publicity campaigns, (vii) organizes training programmes for primary workers/supervisors, (viii) monitor the progress of data collection & undertake field inspections, (ix) scrutiny & finalization of data etc.

3. National Institute of Electronics & Information Technology (NIELIT), Kolkata

To assist in data collection, processing and dissemination of voluminous agriculture census data, the Department of Agriculture & Farmers Welfare (DA&FW) has taken onboard the services of NIELIT, Kolkata, an autonomous scientific body under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India. As per the Memorandum of Understanding (MoU) signed with NIELIT, Kolkata, the agency will provide the following products for Agriculture Census work: (i) web as well as android based Apps for data collection with in-built validation checks, (ii) software for processing, estimation & tabulation, (iii) monitoring & data dissemination portals, (iv) API for data extraction from States/UTs land records, (v) capacity building assistance to GOI as well as States/UTs through trainings & technical guidance, (vi) data processing, estimation and generation of output tables, (vii) preparation of training videos etc.

4. State Land Revenue Department & National Informatics Centre (NIC)

Use of computerized land records is envisaged as the base information for Agriculture Census. The extracted data will be pre-filled into Apps/software (by NIELIT, Kolkata) or available for download before undertaking the field work and made available to all primary workers for updation or fill the missing fields which are not available in the land records. Basic land records to be used for Phase-I & II include the Record of Rights (RoRs), Khata number and survey/sub-survey-wise number land use and Khasra Girdawari done in each season. As these basic land records/registers are maintained by State Land Revenue Department through NIC, they play a critical role in successful implementation by providing the land records data or registers (including States which are not having computerized land records) as well as field manpower to collect the data. It is therefore, important that the concerned State Government Department should also onboard Land Revenue Department as well as States NIC in conducting the Census operation for better coordination and smooth implementation.

Annexure-II**Timeline for Agriculture Census 2021-22**

S. No.	Item of Work	Time Line
i)	Organization of State Agriculture Census Commissioners meeting.	July, 2022
ii)	Conduct of regional trainings to Master trainers of States/UTs on technical as well as software by NIELTI, Kolkata and DA&FW.	August, 2022
iii)	Training to all field functionaries of States/UTs on technical as well as software by the Master trainers	August, 2022
iv)	Fieldwork for collection of Phase-I data.	August, 2022 – Dec 2022
v)	Cleaning/validation and processing Phase-I data.	January – June 2023
vi)	Organization of regional workshops for finalization of Phase-I data.	
vii)	Organization of training for Phase-II.	
viii)	Fieldwork for collection of Phase-II data.	July – Dec 2023
ix)	Cleaning/validation and processing Phase-II data.	January – June 2024
x)	Organization of regional workshops for finalization of Phase-II data.	
xi)	Organization of training for Phase-III.	
xii)	Fieldwork for collection of Phase-III data.	July – Dec 2024
xiii)	Cleaning/validation and processing Phase-III data.	January – June 2025
xiv)	Organization of regional workshops for finalization of Phase-III data.	

Annexure-III

Posts sanctioned during 2021-22 to 2025-26 to States/UT under Agriculture Census 2021-22																	
Sl. No.	States/UT	Dir	Addl. Dir	JD	DD	AD	Dy. Stat Officer	ASO/Sr. Stat. Asstt	Jr. Stat. Asstt	AssttAcctt/ Sr. Asstt	UDC/Jr. Asstt.	LDC	Steno	Driver	Peon	Computer	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Andhra Pradesh	0	0	1	0	1	1	1	0	0	1	0	1	0	1	0	7
2	Telangana	0	0	1	0	1	2	1	0	1	0	0	0	1	1	0	8
3	Arunachal Pradesh	0	0	0	0	1	0	2	0	0	1	1	0	1	1	0	7
4	Assam	0	0	1	1	0	0	1	1	0	1	1	1	1	2	0	10
5	Bihar	0	0	1	0	1	0	2	2	1	0	2	1	1	2	0	13
6	Jharkhand	0	0	1	0	1	0	1	1	1	0	1	1	0	1	0	8
7	Goa	0	0	0	1	1	0	0	0	0	0	1	1	0	1	0	5
8	Gujarat	0	0	1	1	0	0	2	1	1	1	1	1	1	2	0	12
9	Haryana	0	0	1	0	1	0	2	0	1	0	1	1	1	2	0	10
10	Himachal Pradesh	0	0	1	0	1	0	2	0	1	0	1	1	1	2	0	10
11	Karnataka	0	0	1	0	1	0	2	0	1	0	2	1	1	2	0	11
12	Kerala	0	0	1	1	0	0	2	0	1	0	2	1	1	1	0	10
13	Madhya Pradesh	0	0	1	1	0	0	2	2	1	1	1	1	1	2	0	13
14	Chhattisgarh	0	0	1	0	1	0	1	1	1	0	1	1	0	1	0	8
15	Maharashtra	0	0	1	0	1	0	2	2	1	1	1	1	1	2	0	13
16	Manipur	0	0	0	0	1	0	1	0	0	1	1	0	1	1	0	6
17	Meghalaya	0	0	0	0	1	0	0	2	0	1	1	0	1	1	0	7
18	Mizoram	0	0	0	0	1	0	0	2	0	0	1	0	0	1	0	5
19	Nagaland	0	0	0	1	1	0	1	0	0	1	1	0	1	1	0	7
20	Odisha	0	0	1	0	1	0	1	3	1	0	1	1	1	2	0	12
21	Punjab	0	0	1	0	1	0	2	0	1	0	0	1	1	1	0	8
22	Rajasthan	0	0	1	0	1	0	2	0	0	1	2	1	1	2	1	12
23	Sikkim	0	0	1	0	1	0	1	0	0	1	1	1	1	1	0	8
24	Tamil Nadu	0	1	0	0	1	0	0	2	1	0	1	1	1	2	0	10
25	Tripura	0	0	1	0	0	0	1	0	0	1	1	1	1	1	0	7
26	Uttar Pradesh	0	1	0	1	1	0	1	2	1	1	2	1	1	2	1	15
27	Uttarakhand	1	0	0	0	1	0	1	0	1	0	1	1	0	1	0	7
28	West Bengal	0	0	1	0	1	0	1	2	1	1	1	1	1	2	0	12
	ALL STATES	1	2	19	8	24	3	37	24	17	14	32	23	22	43	2	271
29	A & N Islands	0	0	0	0	1	0	1	0	0	0	1	0	0	1	0	4
30	Chandigarh	0	0	0	0	1	0	1	0	0	0	1	0	0	1	0	4
31	D & N Haveli and D&Diu	0	0	0	0	0	0	1	2	0	0	2	0	0	2	0	7
32	Delhi	0	0	0	0	1	0	1	0	0	0	1	1	1	1	0	6
33	J & K	0	0	0	1	0	0	1	1	0	0	2	1	0	1	0	7
34	Ladakh	0	0	0	0	1	0	1	0	0	0	0	0	0	1	0	3
35	Lakshadweep	0	0	0	0	1	0	0	1	0	0	1	0	0	1	0	4
36	Puducherry	0	0	0	0	1	0	1	0	0	0	1	0	0	1	0	4
	All UT	0	0	0	0	5	0	5	3	0	0	7	1	1	7	0	29
	ALL INDIA	1	2	19	8	29	3	42	27	17	14	39	24	23	50	2	300

Details of national level Steering Committee on Agriculture Census 2021-22

Sl.No.	Designation & Department	Position
1	Additional Director General, D/o Agriculture and Farmers Welfare, Krishi Bhawan, New Delhi	Chairman
2	Deputy Director General, CSO, M/o Statistics & PI, Sardar Patel Bhawan, New Delhi to be nominated by Director General (CSO)	Member
3	Deputy Director General, NSO, M/o Statistics & PI, Sankhiyiki Bhawan, GPOA Building, Near Karkadooma, New Delhi to be nominated by Director General & CEO(NSS)	Member
4	Additional Registrar General, O/o RGI, M/o Home Affairs, NDCC Building-II, Jai Singh Road, New Delhi	Member
5	Deputy Director General (Statistics), D/o Water Resources, RD&GR, Shram Shakti Bhawan, New Delhi	Member
6	Economic & Statistics Adviser, Directorate of Economics & Statistics, D/o Agriculture and Farmers Welfare, Krishi Bhawan, New Delhi	Member
7	Adviser(Horticulture), D/o Agriculture and Farmers Welfare, Shastri Bhawan, New Delhi	Member
8	Adviser(Statistics), D/o Animal Husbandry & Dairying, DMS Complex, Patel Nagar, New Delhi	Member
9	Adviser(Agriculture), NITI Aayog, NITI Bhawan, New Delhi	Member
10	Joint Secretary, D/o Land Resources, M/o Rural Development, NBO Building, Nirman Bhawan, New Delhi	Member
11	Director, Indian Agricultural Statistics Research Institute (IASRI), Pusa, New Delhi	Member
12	Deputy Director General, National Informatics Centre(NIC), CGO Complex, New Delhi	Member
13	Deputy Director General, Agriculture Census Division, D/o Agriculture and Farmers Welfare, Shastri Bhawan, New Delhi	Member Secretary

Agriculture Census Division
Department of Agriculture and Farmers Welfare
Ministry of Agriculture and Farmers Welfare
Government of India